

West Virginia School of Osteopathic Medicine-Board of Governors
Institutional Policy Committee
Friday, June 8, 2018– 10:30 am
Location: Room #4, John Manchin, II, DO Conference Center
Clinical Evaluation Center

Committee Members Present

Fred Earley, Chair
Robert Holstein, D.O.
John Manchin, D.O.
Sherry Miller

Guests Present

Jeffrey Shawver, J.D.
Marly Dunbar
Chad Burns

I. Call to Order/Roll Call

The Institutional Policy Committee was called to order by Chair, Fred Earley, at 10:30 a.m.. Roll call was taken and a quorum was present.

II. Approval of Minutes

a. January 26, 2018

It was moved by S. Miller, and seconded by Dr. Holstein, to approve the minutes of the Institutional Policy Committee meeting held on January 26, 2018.

Motion Carried Unanimously.

b. Note: no meeting held on March 9, 2018

As there was no Institutional Policy Committee meeting held on March 9, 2018, there were no minutes from that date to be approved.

III. Committee Items

a) Institutional Policy GA-10: Standing Boards, Committees or Councils (*revised*)

Mr. Jeffrey Shawver, Vice President for Legal & Governmental Affairs and General Counsel, presented to the Committee the revised Institutional Policy GA-10, which went out for a 30-day comment period. No public comments were received. The purpose for the policy revisions was to update the official names of certain committees.

It was moved by Dr. Holstein, and seconded by S. Miller, to approve the revision of Institutional Policy GA-10: Standing Boards, Committees or Councils and to present the policy to the Board of Governors for adoption.

Motion Carried Unanimously.

- b) Institutional Policy GA-31: Acceptable Use of Information Technology Resources (*revised*)

Mr. Jeffrey Shawver presented to the Committee that the revisions to this policy were the result of security concerns with regard to password requirements on campus. Chad Burns assisted in the explanation of the need for the revisions to this policy. Institutional Policy GA-31 went out for a 30-day comment period, and no comments were received.

It was moved by S. Miller, and seconded by Dr. Manchin, to approve the revisions of Institutional Policy GA-31: Acceptable Use of Information Technology Resources and to present the policy to the Board of Governors for adoption.

Motion Carried Unanimously.

- c) Institutional Policy PE-15: Classified Employee Salary Administration (*repeal*)

Mr. Shawver presented the policy and advised that the repeal of this policy was the result of the changes to WVSOM's employee policy previously adopted by the Board which converted all classified staff to staff. This change was permitted because of the passage of HB 2542, the higher education personnel bill. Due to the conversion of all classified staff to staff, Institutional Policy PE-15 is no longer applicable to WVSOM.

It was moved by Dr. Holstein, and seconded by Dr. Manchin, to approve the repeal of Institutional Policy PE-15: Classified Employee Salary Administration and to present the policy to the Board of Governors for approval of the appeal.

Motion Carried Unanimously.

- d) Institutional Policy ST-10: Determination of Residency and Appeals (*revised*)

Mr. Jeffrey Shawver presented to the Committee that the purpose of the revisions to this policy was to more clearly set forth the standards which need to be met by applicants and students to be classified as an in-state resident for purposes of tuition and fees.

It was moved by Dr. Holstein, and seconded by S. Miller, to approve the revisions of Institutional Policy ST-10: Determination of Residency and Appeals and to present the policy to the Board of Governors for adoption.

Motion Carried Unanimously.

- e) Hear reports from School's administration, gather information and prepare Recommendations to full Board upon request of the Chair.

There were no reports to present and no information needed to be gathered.

IV. Next Meeting Date

The next regularly scheduled Institutional Policy Committee meeting will be held on Friday, September 28, 2018.

V. Adjournment

It was moved by Sherry Miller, and seconded by Dr. Manchin, to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 10:50 a.m.

Approved on September 28, 2018.

Fred Earley, Chair